



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: May 30, 2013

SUBJECT: Adult Education Operational Memorandum # 03-13

Contents

Statewide Meetings

- Next Policy Forum: June 7, 2013
- Policy Forums for 2013-14
- Meetings for Program Facilitators

Grants and Applications

- Adult Education State Grant Statement of Expenditure Reports
- Adult Education State Grant Final Grant Award Letters
- Federal Adult Education Grant

Assessment, Accountability and Data Management

- Connecticut Adult Reporting System (CARS)
- Writing Assessment Results

Program Updates

- National External Diploma (NEDP)
- General Educational Development (GED)

Professional Development

- 2013-14 Professional Development
- ATDN Summer Institute

New Bureau Chief

- John Frassinelli

Statewide Meetings

Next Policy Forum: June 7, 2013

The last policy forum for Fiscal Year 2012-13 will be held **on Friday, June 7, 2013**, from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebethe Drive Cromwell, CT 06416. Directions are available at www.marriott.com/hotels/maps/directions/bdlhc. Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

Policy Forums for 2013-14

For Fiscal Year 2013-14, the Connecticut State Department of Education (CSDE) will hold Statewide Policy Forums on the following dates from 9:00 a.m. to 12:00 p.m.:

- Friday, September 27, 2013
- Friday, January 24, 2014
- Friday, June 6, 2014

Policy Forums for FY 2013-14 will continue to be held at the Courtyard by Marriott, 4 Sebethe Drive in Cromwell.

Meetings for Program Facilitators for 2012-14

The statewide meeting for Program Facilitators only will be held in the afternoon of September 27, 2013, from 1:30 to 4:00 p.m. at the same location. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting.

- **Regional Meetings have been scheduled for the following dates:**
 - October 24, 2013; October 25, 2013; November 7, 2013; and November 8, 2013.

Grants and Applications

Adult Education State Grant Statement of Expenditure Report and Summary Report Forms

The FY 2012-13 Statement of Expenditure Report (ED-141) for the Adult Education State Grant must be submitted to the Division of Finance and Internal Operations by **September 1, 2013**. The ED-141 is required for every school district that received adult education state funds whether as a provider, a cooperator or a Cooperating Eligible Entity (CEE). The ED-141 is an electronic submission and is usually completed by someone in your district's business office. Therefore, please be sure that you discuss the data required for submission with your business office. The ED-141 should reflect those line item expenditure amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A).

In accordance with the Governor's Red Tape Initiative, beginning September 1, 2013, the CSDE will no longer require Adult Education State Grant Providers to complete the Adult Education Summary Report Form ED-241 and the Adult Education Summary Report-Cooperating Eligible Form ED-241A.

Adult Education State Grant Final Grant Award Letters

Final Grant Award Notification Letters and Budgets (ED-114) for FY 2012-13 were disseminated to all school districts via the State Department of Education's Prepayment Grant System. Adult Education directors and CEE agency heads, should contact their district's business office to obtain a copy of the ED-114 and Grant Award Letter.

It is important to remember that Grant Award Notification Letters reflect a district's state grant allocation/entitlement for FY 2012-13. The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2011-12). The final cap on adult education state grant funds for FY 2012-13 was 5.64 percent.

Federal Program Improvement Project (PIP) Grants

PIP Continuation Grant Applications for the Workforce Investment Act, Title II -Adult Education and Family Literacy Act were due to the CSDE on May 16, 2013. The estimated allocation for 2013-14 reflected a 5.5 percent reduction in Connecticut's grant. Consultants are in the process of reviewing all applications and providers will be notified of any changes in the grant awards as soon as reviews have been completed. Please be patient as we undertake this process.

Assessment, Accountability and Data Management

Connecticut Adult Reporting System (CARS)

Data Entry Deadline

As outlined in the CARS policy manual, all data entry for the fiscal year 2012-13 that includes information relative to learner demographics, entry status, reasons enrolled, enrollments, attendance, achievements, credits earned, credits transferred and all appraisal and pre-post assessments **must be entered in CARS by July 26, 2013**. After this date, the CARS system will be locked and no data entry for fiscal year 2012-13 will be possible.

To ensure the completeness of the data, it is recommended that program administrators compare the Program Profile report (see the CARS Web site under the "Reports" menu) for 2012-13 with the same report from the prior year. If the data appear incomplete, then class-level reports within CARS can provide insights into data that may not have been entered.

Programs must also use the "data verify" feature on the CARS Web site to ensure that their data are error free. Remember, "warnings" indicate data anomalies and may require corrective action while "errors" must be corrected unless indicated in writing by the CSDE.

CARS Training for 2013-14

Training for new and experienced CARS users will be held on the following dates:

- Experienced Users Conference Call Sessions
 - Wednesday, August 28, 2013, 9:00 a.m. – 11:00 a.m. (Register by 8-23-2013)
 - Thursday, August 29, 2013, 1:00 p.m. – 3:00 p.m. (Register by 8-26-2013)
 - Wednesday, September 18, 2013, 1:00 p.m. – 3:00 p.m. (Register by 9-13-2013)
- New Users Hands-on Training (*Space is limited. One person per provider please.*)
 - Wednesday, September 11, 2013, 9:00 a.m. – 1:00 p.m., CSDE, Middletown ([directions](#)). Please register by Friday, September 6, 2013.

To register, please email gina.hoag@ct.gov with the name, email address of the participant and the date of the session **by the registration date above**. Critical information about data collection policies and practices are conveyed at these sessions. It is the expectation of the CSDE that at least one person from each adult education program will attend one of the training opportunities.

Student Information Form

There are no changes or modifications to the student information form for 2013-14. Programs will continue to use the current student information form. This form can be downloaded from <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/accountability/forms97.rtf>.

Writing Assessment Results

Adult education programs that utilize the Adult Training and Development Network (ATDN) Scoring Service to formally score pre-post writing assessments for reporting purposes should pick up those results from ATDN at the Statewide Policy Forum on June 7, 2013, **and enter** those writing assessment results in CARS by July 26, 2013

Program Updates

National External Diploma Program (NEDP)

All NEDP advisor/assessors should have attended **one** of the annual meetings that took place on May 17, 2013, and on May 31, 2013, in order to continue working in the program next year. In addition, the NEDP will be web-based beginning July 1, 2013, therefore, all advisor/assessors will participate in "Full Launch" training during the summer and early fall. CASAS will be sending more information regarding upcoming trainings. Training for **new** NEDP staff will be offered in the fall of 2013. Dates for training will be announced soon.

General Educational Development Test (GED) Computer Based Testing

There are a number of important updates and reminders with respect to the 2002 GED Test and the 2014 computer based GED Test. For questions or concerns, contact Maureen Wagner at maureen.wagner@ct.gov.

- Computer based testing was officially launched on April 24, 2014, at the Bristol Adult Education Center and on April 25, 2013, at Education Connection. To date, every test taker has passed the test/subtest and that is due to appropriate teacher referral and student readiness. There will be a number of additional sites prepared to launch within the next few weeks.
- On May 15, 2013, a survey was e-mailed to all providers of adult education in an attempt to determine interest in becoming a GED computer based testing site. Survey results will be shared at the June Policy Forum.

- In anticipation of increased requests for testing opportunities as the end of the year approaches, access to the Spanish GED Test and four additional testing sessions have been added to the GED testing schedule. If students are ready to take the GED Test, please encourage them to register as soon as possible.
- The GED Testing Service continues to release more information and material for test takers and educators to help prepare for the 2014 GED computer based test. The newest addition is an eight-week, self-paced training for educators, that is available on the GED Testing Service Web site at www.gedtestingservice.com/ged-testing-service.
- The Adult Training Development Network (ATDN) staff is assisting many programs with the new GED Test process and is planning to offer relevant professional development for teachers on the new GED Test.
- Adult Education providers are urged to encourage their students to visit the GED Testing Service Web site frequently, or even better, teachers are encouraged to integrate the use of the Web site in their classrooms.

Professional Development

FY 2013-14 Professional Development

The CSDE's Bureau of Health/Nutrition, Family Services and Adult Education will not be offering professional development stipends this year for participation in specific professional development activities. The Bureau, in partnership with ATDN, will be developing Standards-Based Education Training for math, reading and writing in response to the *College and Career Readiness Standards* recently released by the Office of Vocational and Adult Education (OVAE). These standards come from the Common Core State Standards that are relevant to adult learners and will prepare them for our new GED and NEDP assessments. More information to come.

FY 2013 Summer Institute - Save the Dates

The Summer Institute will be held on Wednesday, August 21 and Thursday, August 22, 2013, at the New Haven Adult Education Center, 580 Ella T. Grasso Boulevard. Workshop details will be sent under separate cover.

New Bureau Chief

John Frassinelli

On Friday, May 17, 2013, the Bureau of Health/Nutrition, Family Services and Adult Education welcomed John Frassinelli as the new Chief. Mr. Frassinelli comes from the Connecticut State Department of Public Health where he served as the state director of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). Additionally, he developed partnerships with federal, state and community-based organizations, health care centers, universities, school systems, community leaders, legislators and other state agencies to improve the quality, efficiency and coordination of health and nutrition services. Mr. Frassinelli is a Registered Dietitian with degrees in Political Science, Nutrition and Health Promotion/Disease Prevention.